

NATIONWIDE  
*Arizona Air National Guard*

Active Guard/Reserve (AGR) Announcement

JOINT FORCES HEADQUARTERS/HRO

5636 East McDowell Road, Bldg M5710

Phoenix, Arizona 85008-3495

PHONE (602) 629-4832: DSN 853-4832

WEBSITE: [www.azguard.gov/hro](http://www.azguard.gov/hro)

ANNOUNCEMENT NUMBER:  
10-158A

OPENING DATE:  
29-Jun-2010

CLOSING DATE:  
30-Jul-2010

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:  
IT Specialist (PLCYPLN), GS-2210-11, TC80869000, TSgt/E6 -SMSgt/E8

APPOINTMENT FACTOR:  
OFFICER ☐ ENLISTED ☒

AFSC:  
3D190

ASVAB:  
Elec: 60

LOCATION OF POSITION: 162nd Fighter Wing, Tucson, Arizona

**AREA OF CONSIDERATION:** This position is the Active Guard and Reserve Force and is **open to current members and those eligible for membership of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications as outlined on the reverse of this announcement. **PCS funds are authorized.**

**NOTE:** Anticipated organizational structure changes and downgrades in rank may limit the promotion potential to MSgt instead of SMSgt.

**NOTE:** This position is open to MSgt and TSgts immediately promotable to MSgt.

**NOTE:** Re-announced from Announcement #10-015A. Qualified applications received for Announcement #10-015A will be forwarded to this new announcement, there is no need to re-apply unless you have been notified.

**NOTE:** Must provide verification of security clearance information using Joint Personnel Adjudication System (JPAS).

**INSTRUCTIONS FOR APPLYING:**

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. If member requires a waiver prior to interview, the waiver **MUST** be submitted and **APPROVED**. The following items are mandatory for all AGR announcements:

- NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.
- AZ Form 34-1, Arizona AGR Application Supplement
- AZNG Form 335-1-R, Military Brief
- AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement
- SF 181, Ethnicity and Race Identification
- Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. Documents **MUST** show your ASVAB scores.
- Copy of current Fitness Test scores. Must be within 12 months.
- Copy of AF Form 422, Physical Profile Serial Report and AF Form 1042 (for flight status), Flight Physical. (Current within 12 months) This form can be obtained from your Wing Clinic.
- If applicable, Waiver for Exceptional Circumstances: i.e.; Within first 24 months of initial tour, within first 24 months of reassignment. This waiver **MUST** be approved by the Commander, the HRO and the TAG prior to selection packet leaving HRO. It must indicate why and how this will benefit the unit.
- If applicable, Waiver for Exceptional Circumstances for members not able to attain a 20 year AGR retirement prior to reaching age 60 for enlisted and MSD for officers, will be required if selected for AGR position. This must go through the HRO remote to the HRO to the TAG.

**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

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**NATIONAL GUARD REQUIREMENTS:**

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in ANGI 10-248.
2. You must have completed a medical examination in accordance with AFI 48-123 within the 12 months preceding your entry into the AGR program. Women will be tested for pregnancy before entering the AGR program. HIV must be current within 6 months.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals selected for AGR tours who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers will require a waiver if selected for position. Waiver authority rests with the Human Resource Officer and the Adjutant General
5. You must meet eligibility requirements of AFM 36-2108 (Airman Classification) and AFI 36-2105 (Officer Classification), and ANGI 36-101 (The Active Guard/Reserve Program).
6. AGRs will not be reassigned during the first 24 months of their initial tour or within the first 24 months of reassignment, except in the event of an approved waiver from the Human Resource Officer and the Adjutant General prior to announcement closing date.

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**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program**

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Knowledge of project management principles and methods sufficient to plan and coordinate the installation of IT products or equipment.
2. Ability to stay well informed on rapidly changing technology, to evaluate possible impact on organization missions, and to develop plans to satisfy requirements.
3. Knowledge of and skill in contracting functions and budget preparation.
4. Ability to serve in a liaison capacity between contractors and Air Force officials to resolve a wide variety of conventional problems involving high value telecommunication systems.
5. Knowledge of DoD, Air Force, NGB, and ANG communications regulations, services, and instructions to ensure telecommunications services are in compliance with applicable regulations and instructions.
6. Ability to deliver exceptional customer service.
7. Ability to communicate orally and in writing.

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**SPECIALIZED EXPERIENCE:** Must possess 36 months experience in the planning, development, management, and enforcement of project plans. Experience which demonstrates the applicant's skill in organizational planning, contracting functions, and budget preparation.

**BRIEF JOB DESCRIPTION:** This position is located in the Plans and Resources Flight of a Base Communications Flight. The purpose of this position is to serve as a technical advisor to local installation information technology (IT) and communications users in the area of policy and plans as related to IT and communications systems. This involves planning, development, management, and enforcement of approved ANG and local information technology (IT) and communications architecture. Serves at the lead manager of IT and communications projects, acquisition and control of equipment and services, tenants, and geographically separated units if assigned. Sixty percent of the work performed involves Information Technology issues and systems with the remaining forty percent involving telecommunications specific issues and systems. Analyzes requirements and establishes plans of action for improving IT applications. Analyzes existing and planned IT applications, both hardware and software, to determine current and future potential for enhancements. Based upon the organization's goals and objectives, an assessment of available resources, and extrapolation of cost benefit analysis data, recommends adjustments to IT priorities to meet changing business needs, program plans, goals and objectives. Develops project plans to meet those needs by identifying problem areas and considering a variety of possible solutions and

alternatives. Analyzes existing systems to determine if enhancements are appropriate or if an entirely new system would be more cost effective. Analyzes plans and specifications, prepares justifications for new or enhanced information technology. Coordinates results of analysis with impacted organizations to ensure compatibility with existing architecture and recommends proposals to reduce conflicts. Develops milestones and performs as point of contact throughout the various phases of projects until successfully concluded. Plans and develops methods, procedures, policies, and techniques concerning telecommunication systems. Performs work involved in developing, refining, and complying with telecommunications systems planning and policy direction including short- and/or long-range planning. Develops planning documentation, reviews requests for communication services, prepares budgetary justifications, coordinates the allocation of resources, designs networks/systems, prepares/reviews equipment and facility specifications, monitors/resolves technical communications problems, and/or conducts operational acceptance tests. May serve in a liaison capacity between contractors and Air Force officials to resolve a wide variety of conventional problems involving high value telecommunication systems. Develops implementing instructions. Implements IT and communications programs and special projects. Assists with contracting functions and budget preparation. Attends meetings and presents briefings. Performs other duties as assigned.

**SELECTING OFFICIAL:** Capt Tricia Pacheco DSN: 844-6456

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